



# Camp McLean Position Descriptions

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## ***Tot Camp Director***

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This announcement will be used to fill one position. Candidate must be available to work 8:30 a.m. – 4:30 p.m. June 22, 2015 – August 6, 2015.

The tot camp will provide a comprehensive recreation program for campers aged 3-4 years old. To include highly structured programs in the area of games, fitness, arts & crafts, music & drama and special activities & events.

The Tot Camp Director will be responsible for all phases of this operation from the planning stage to the evaluation stage and will directly supervise up to 5 counselors. The Tot Camp Director will report to the Camp Director and Assistant Camp Director on a regular basis.

### **Minimum Qualifications:**

Any combination of education or experience equivalent to the graduation from an accredited four year college or university with a degree in recreation, physical education, teaching or related field. Must be 21 years of age or older. Must be capable of strenuous activities such as running, standing, bending and carrying items weighing up to 50 pounds.

### **Preferred Qualifications:**

Life Guard Certification, CPR & First Aid Certification and previous experience working directly with 3 & 4 year olds, and supervising others.

### **Special Requirements:**

The appointee to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Description:**

- Responsible for the organization, direction, planning and operation of the Tot Camp program.
- Responsible for planning and developing recreational activities in the area of games, fitness, arts, crafts, music, drama, science and nature. This will be done prior to the beginning of camp.
- Responsible for coordinating all activities within Tot Camp and submitting the schedule of activities and a materials/supply list to Camp Director prior to the start of camp.
- Must follow VA state licensing standards set forth by the State of Virginia Department of Social Services with respect to Child Day Care Centers in addition to the guidelines of the McLean Community Center.
- Evaluate camp activities.
- Maintain written documentation and program statistics for the Tot Camp program.
- Responsible for the face to face leadership during the Tot Camp program and establishing the proper lines of communication with parents and camp leadership.
- Position is contingent on successful completion of a background check, TB test and fingerprinting, as well as a check by Child Protective Services.
- Performs other duties as assigned.

Rate of pay will be \$18.00/hour

**To Apply: Email resume to [andrew.carter@fairfaxcounty.gov](mailto:andrew.carter@fairfaxcounty.gov)**

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## ***Tot Camp Counselor***

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This announcement will be used to fill five positions. Candidate must be available to work 8:30 a.m. – 4:30 p.m. June 22, 2015 – August 6, 2015.

### **Minimum Qualifications:**

Must be capable of strenuous activities such as running, standing, bending and carrying items weighing up to 50 pounds. Must be at least 18 years old.

### **Preferred Qualifications:**

Life Guard Certification, CPR and First Aid Certification. Skills in the area of recreation and previous experience working directly with 3 and 4 year olds in a Summer Camp setting.

### **Special Requirements:**

The appointee(s) to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Job Description:**

- Responsible for supervision and welfare of assigned groups of preschoolers(3-4 years old)
- Must follow VA state licensing standards set forth by the State of Virginia Department of Social Services with respect to Child Day Care Centers in addition to the guidelines of the McLean Community Center.
- Responsible for implementing, supervising and facilitating campers' involvement in recreation activities as directed by the Tot Camp Director.
- Responsible for preparing equipment and supplies for each activity.
- Responsible for cleanup of activities completed throughout the day.
- Assists with completion of end of camp supply inventories.
- Other duties as assigned.

Rate of pay will be \$13.00/hour

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## ***Camp Counselor***

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This announcement will be used to fill multiple positions. Candidate must be available to work 8:30 a.m. – 4:30 p.m. June 22, 2015 – August 6, 2015.

### **Minimum Qualifications:**

Must be capable of strenuous activities such as running, standing, bending and carrying items weighing up to 50 pounds. Must be at least 18 years old.

### **Preferred Qualifications:**

Life Guard Certification, CPR and First Aid Certification. Skills in the area of recreation and previous experience working directly with children ages 5 to 10 in a Summer Camp setting.

### **Special Requirements:**

The appointee to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Job Description:**

- Responsible for supervision and welfare of assigned groups of school age children (5-10 years old)

- Must follow VA State Licensing standards set forth by the State of Virginia Department of Social Services with respect to Child Day Care Centers in addition to the guidelines of the McLean Community Center.
- Responsible for implementing, supervising and facilitating campers' involvement in recreation activities as directed by the Assistant Camp Director.
- Responsible for preparing equipment and supplies for each activity.
- Responsible for cleanup of activities completed throughout the day.
- Assists with completion of end of camp supply inventories.
- Other duties as assigned.

Rate of pay will be \$13.00/hour

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## ***Camp Specialists***

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Positions available in the areas of:

- Arts & Crafts
- Science & Nature
- Music & Drama
- Physical Recreation

This announcement will be used to fill each of the four positions listed above. Candidate must be available to work 8:30 a.m. – 4:30 p.m. June 22, 2015 – August 6, 2015.

### **Minimum Qualifications:**

Must be capable of strenuous activities such as running, standing, bending and carrying items weighing up to 50 pounds. Documented experience teaching, directing, planning and implementing activities in the area of specialty. Must be 21 years of age or older.

### **Preferred Qualifications:**

Training certificates in area of specialty. Life Guard, CPR and First Aid Certification. Skills in the area of recreation and experience working directly with children ages 5 to 10 in a Summer Camp setting.

### **Special Requirements:**

The appointee(s) to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Job Description:**

- Must follow VA state Licensing standards set forth by the State of Virginia Department of Social Services with respect to Child Day Care Centers in addition to the guidelines of the McLean Community Center.
- Responsible for planning, developing and implementing highly structured activities in the area of specialty. This will be done prior to the beginning of the Camp.
- Provide clear instructions so participants may be successful in completing hands on activities.
- Responsible for creating a program with a variety of activities.
- Create activities that are age appropriate (camper age groups are 5-6, 7-8, and 9-10 years old).
- Responsible for the setting up of equipment each day for each group of Campers.
- Responsible for cleanup of assigned area.
- Responsible for completing end of Camp inventory.
- Coordinate with other camp staff on field trips, swimming and special events.
- Other duties assigned.

Rate of pay will be \$18.00/hour

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## ***Assistant Camp Director***

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The summer day camp will provide a comprehensive recreation program for participants to include highly structured programs in the area of games, fitness, arts & crafts, music & drama and special activities and events.

The assistant director will be responsible for assisting the Camp Director with all phases of this operation from the planning stage to the evaluation stage. In addition, the assistant director will be responsible for general supervision of the camp in the absence of the Camp Director. The assistant director will report to the Camp Director daily.

### **Minimum Qualifications:**

Any combination of education or experience equivalent to the graduation from an accredited four year college or university with a degree in recreation, physical education, teaching or related field. Must be 21 years of age or older.

### **Preferred Qualifications:**

Experience directing camp programs and working directly with children ages 3-10. CPR and First Aid Certification.

### **Special Requirements:**

The appointee to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Job Description:**

**Assists the Camp Director with all of the following duties, as well as fulfills duties independently in absence of Camp Director.**

- Planning, implementing and evaluating daily camp activities and schedules. These program plans will include all areas mentioned above, should be documented and then approved by the Camp Director.
- Responsible for assisting with all program publicity. This may include but is not limited to preparation of flyers, posters, letters and conversations with parents.
- Supervision of staff - both paid and volunteers. It is the responsibility of the assistant director to assign tasks, monitor and evaluate performance, provide necessary training and elicit program ideas from staff. The assistant director should deal with staff issues as they occur and always report to the Camp Director as soon as possible.
- Responsible for day to day leadership during the camp program, general supervision, and for establishing proper lines of communication with parents.
- Responsible for the weekly monitoring of all program funds spent. Spending shall not exceed the amount of funds available.
- Daily inspection of equipment and facilities for hazardous conditions. This includes all outdoor play equipment, general program equipment, and facilities for hazardous conditions. If there are visible hazards, the assistant director should immediately notify the Camp Director as well as the rest of the Camp Staff.
- Responsible for completing all paperwork in a timely fashion.
- Responsible for requesting all program supplies and equipment, in addition to the care and cleanup of these supplies and equipment on a daily basis.
- Maintaining an open line of communication with the Camp Director concerning the program, staff, participants, etc.
- Performs other duties as assigned.

Rate of pay is \$19.00/hour

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## ***Teen Trip Director***

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Responsible for implementing, executing, leading and evaluating daily trip activities for teen-aged participants.

### **Minimum Qualifications:**

Any combination of education or experience equivalent to the graduation from a four year college or university with a degree. Must be able to safely operate a 12 passenger van (no CDL needed). Driving record must have less than 6 demerits. Must be capable of strenuous activities such as running, standing, bending and carrying items weighing up to 50 pounds. Must be 21 years or age or older.

### **Preferred Qualifications:**

Any combination of education or experience equivalent to the graduation from an accredited four year college or university with a degree in recreation, physical education, teaching or related field. Prior experience leading teens and youth on trips. CPR and First Aid Certification. Ability to think and react quickly to changing needs of participants and the program.

### **Special Requirements:**

The appointee to this position will be required to complete a criminal background check, a check of the Child Protective Services Registry, and a TB test to the satisfaction of the employer.

### **Job Description:**

- Responsible for developing, planning, scheduling, and procuring offsite trips and activities.
- Responsible for transporting participants to and from daily trips, using county credit cards and purchase orders to pay for various activities.
- Responsible for all participant information including but not limited to contact info, emergency contacts, and health concerns such as allergies , dietary needs and any behavioral health conditions.
- Using effective time and group management skills in keeping groups on time and together for all appointments and trip related deadlines.
- Using strong independent judgment and making sound decisions keeping in mind the best interests and well-being of the participants, staff and reputation of the program.
- Supervision of staff - both paid and volunteer. It is the responsibility of the Trip Director to assign tasks, monitor and evaluate performance and elicit program ideas from staff. The Trip Director should deal with staff issues as they occur and always inform the Camp Director as soon as possible.
- Responsible for daily leadership during the trip program, for general supervision of staff and participants, preparing all materials and equipment for daily trips.
- Responsible for the weekly monitoring of all program funds spent. Spending shall not exceed the amount of funds available.
- Responsible for incident reporting, maintaining head counts, carrying participant info, time management/awareness, group management, creating back up plans and maintaining an open line of communication with the Camp Director concerning the program, staff, participants, etc.
- Other duties as assigned.

Rate of pay is \$19.00/hour

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